



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 974.5

Job Title: **POOL MANAGER**

Pay Grade: 13

### **GENERAL SUMMARY:**

Manages and directs the safe and efficient operation of several pool facilities and all assigned personnel.

### **RESPONSIBILITIES:**

- Monitors daily operation of personnel and maintenance of several pool facilities.
- Produces reports, statistical data and other required documentation submitted to management.
- Directs, administers, and supervises the overall operation and personnel in several pool facilities.
- Provides site and program information on aquatic services.
- Serves as liaison between pool supervisors and aquatics section administrative offices.
- Plans, organizes and coordinates tournaments, special events and programs.
- Maintains good public relations with neighborhood participants and civic clubs.
- Provides site visits to all assigned pool facilities once a day.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

Must be certified in Lifeguard Training and Water Safety Instruction and First Aid/CPR.

#### **EXPERIENCE:**

Requires one year of experience as a lifeguard or water safety instructor.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is infrequent with the primary contacts being clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Lifeguard  
Head Lifeguard  
Pool Supervisor  
Pool Manager

*Effective: October 1990  
Revised: March 1997*